

AIM Pre-Approval Information

Pre-Approval is not required; AIM provides this as an additional support for teams if they want to ensure desired community offerings can be covered under their Self-Direction budget

Who is involved in Pre-approval:

- The pre-approval team can be reached through your Self-Direction Coordinator or directly via preapproval@aimservicesinc.org
- The pre-approval team consists of AIM Self-Direction staff (Programmatic and Fiscal)

What does Pre-Approval do:

- The AIM pre-approval team reviews reimbursement requests against the New York State OPWDD Self-Direction Guidance to determine if the request is reimbursable via the Self-Direction budget.
- The AIM pre-approval team works with New York State OPWDD and external vendors as needed.

Where can you send requests:

- Reimbursement requests for review can be sent:
 - To your AIM Self-Direction Team (Self-Direction Coordinator (SDC) or Self-Direction Bookkeeper)
 - Directly to Pre-approval at preapproval@aimservicesinc.org

When (Timelines for Pre-approval Reviews):

- The AIM Pre-approval Team routinely meets to review reimbursement requests
 - The AIM team will send communication within one week of the request to update the team with an approval/denial, if the team needs further assistance or information
- Communications will outline the approval with accompanying budget line item or the reason for the denial
 - If the team has further information that would assist with a re-review of the denied request the team can re-submit this to the AIM team with the new information for review

Please see AIM Pre-approval Process for further workflow details

Why does AIM offer a Pre-approval support:

- The support allows teams to submit reimbursement requests prior to attending to insure it can be reimbursed from their Self-Direction budget
- AIM offers a courtesy list of approved community opportunities through the Self-Direction Budget as a way to support teams

Additional Tips-

- All submissions should align with person-centered planning and be supported with appropriate justification in additional supporting documents (Life Plan, Staff Action Plan (if applicable))
- The Self-Direction Budget line has to be open and active prior to the purchase date